

DEPARTMENT OF WORKFORCE DEVELOPMENT  
DIVISION OF EMPLOYMENT AND TRAINING

X ACTION 10-01  
NOTICE  
ISSUE DATE: January 22, 2010  
DISPOSAL DATE:

\*PROGRAM CATEGORIES: TA

To: Job Service TAA Coordinators

From: Ron Danowski  
Administrator

RE: Policy Change Regarding TAA Training Waivers and the Schedule for Waiver Review

**PURPOSE:**

This policy change identifies the Form to be used for issuing TAA Training Waivers for clients under "Old Law" TAA certifications. This policy change also makes the Review Schedule for TAA Training Waivers issued for "Old Law" TAA Certifications consistent with DOL guidance and with changes required to implement the Trade and Globalization Adjustment Assistance Act of 2009.

**REFERENCES:**

Trade Adjustment Assistance Act Policy Manual, Chapter III, E.2. Workflow Guidelines for Waiver Approval and Work Search. Department of Labor Training and Employment Guidance Letter 11-02 Change 1.

**BACKGROUND:**

TAA Clients have deadlines to enroll in training that must be met in order to maintain their eligibility for the weekly monetary benefits called Trade Readjustment Allowances (TRA). Deadlines are based on whether they are covered by an "Old Law" TAA Certification (those numbered below 70,000), or one approved under the Trade and Globalization Adjustment Assistance Act of 2009 (those numbered above 70,000) "New Law".

If a client is not enrolled in training by their deadline, the TAA Coordinator can issue a waiver of that requirement, provided certain criteria apply. That Training Waiver must be reviewed on a schedule dependant on the policy that is in effect for that certification.

**Policy Change**

The schedule for staff review of TAA training waivers begins immediately upon the date of waiver issue (NOT upon the date that a UI Claim exhausts and TRA benefits are claimed). This policy change specifically applies to clients covered by TAA certifications numbered below 70,000 ("Old law" TAA).

Once a training enrollment waiver has been issued, staff must review the client's waiver status and indicate whether to continue or revoke the waiver, on the schedule required by that level of TAA certification number.

Schedule for clients covered by "Old Law" TAA certifications numbered below 70,000:

Once a training waiver has been issued, staff must review the waiver status every 30 days.

Schedule for clients covered by "New Law" TAA Certifications numbered above 70,000:

Once a training waiver has been issued, staff must review the waiver status for the initial time within the next 90 days and then every 30 days after that initial review.

**Procedure**

The initial training waiver for clients covered under "Old Law" TAA Certifications numbered below 70,000 should be issued using form TAA-16593 "TAA Application for Training Waiver under the Trade Act of 1974,

--Apprenticeship Standards CR--Civil Rights	--Financial Management Requirements Foreign Labor Certification IT--IT Systems JC--Job Center	--Labor Market Information ML--Migrant Labor RA--Refugee Assistance TC--Tax Credit Programs TA--Trade Assistance	TR--Transportation --Workforce Investment Act YA--Youth Apprenticeship
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as Amended 2002". For clients under "New Law" certifications numbered above use form TAA-16600 "TAA Application for Training Waiver under the Trade Act of 1974, as Amended 2009".

Reviews should be documented on form TRA-15635-E "30 Day Training Waiver Review." Review should be recorded in ASSET via case note, and if the client is drawing TRA benefits the review should also be reported to the local TRA Coordinator/Unit via form TRA-15635-E as per current procedures.

#### **Effective**

This policy change is effective immediately, as has been discussed during monthly TAA Conference Calls.

Clients issued TAA training waivers under Old Law certifications prior to this date are covered under policies and schedules in effect as of the initial waiver date, unless notified otherwise.

Questions on this policy change should be directed to Jerry Kluge, TAA Program Manager, in the Bureau of Workforce Programs.

cc Gary Burtch, TRA – UI Division  
Job Service Workforce Development Managers

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